TYPE OF COMMUNICATION	DISSEMINATION	DESTINATION	NUMBER	PAGE	OF
General Orders	Department	Directives Manual	458.00	1	3

TOPIC: License Plate Reader (LPR)	EFFECTIVE DATE 03/06/14	SOURCE MBW	APPROVED BY AAA	☐ NEW ■ AMENDS ☐ RESCINDS 11/20/15

458.01   PURPOSE

The purpose of this order is to provide employees with guidelines for the application and use of License Plate Readers (LPR), maintenance of LPR equipment, and management of LPR data.

458.02   POLICY

License plate readers have enhanced law enforcement's ability to detect violations of law, recover stolen property, apprehend fugitives, assist with investigations and more. Employees will use LPRs in accordance with the procedures and guidelines set forth. Further, data captured from LPRs will be used properly and responsibly as defined herein.

458.03   DEFINITIONS

Alarm (Hit): A positive indication, by visual and/or audible signal, of a potential match between data on the "hot list" file and a license plate scanned by the LPR System. A hit is not conclusive confirmation that a license plate is wanted, and additional investigation is always warranted when a hit is indicated.

Hot List File: A database populated with items of specific concern to law enforcement officials to include target plates from local, state, and national agencies. This list includes but is not limited to registration violations, stolen vehicles, wanted persons, Violent Gang and Terrorist Organization File (VGTOF), sexual offenders, and local bench warrants.

License Plate Reader (LPR): Consists of two (2) or three (3) digital cameras in enclosed housings, a processor unit, computer and computer software used to automatically recognize and interpret the characters on vehicle license plates. The data is then compared against a list of license plates bearing some significance to law enforcement.

LPR Administrator: The Uniform Division Aide is designated as the LPR Administrator and is responsible for the assignment, inventory, maintenance, and oversight of LPR equipment. The LPR Administrator is also responsible for ensuring that LPR operators are trained and for compiling the monthly LPR reports.

LPR Trainer: A certified LPR operator who has had a minimum of 30 days operational experience with the LPR equipment.

LPR Operator: A sworn employee of this Department that has been trained in the operation and use of LPRs.

National Alerts: Any Alarm (Hit) of a target license plate/vehicle that is associated with any State or National lookout as listed on GCIC/NCIC, such as Amber Alerts, Levi's Call, Mattie's Call, Terrorist Watch List Alerts; etc.

Report: A completed "Gwinnett County Police Department Incident Report" or a completed "Gwinnett County Police Department Impound Form;" in that the initial incident originated from an LPR Alarm (Hit).This definition is for LPR Activity Log purposes only.

458.04   TRAINING

Prior to using the LPR equipment, operators must receive training administered by an LPR Trainer. Training will be documented and will consist of: department policy; operational guidelines; maintenance procedures; and a two (2) hour ride-along with an LPR Trainer. Upon successful completion of the training, the LPR Trainer will complete a "License Plate Reader (LPR) Training Acknowledgement Form" (GCPD #431) and will forward the completed form to the LPR Administrator. The LPR Administrator will be responsible for entering the training into SAP to reflect completion of the training and the form will be forwarded the Training Section to be included in the employee's training file.

458.05   GENERAL ADMINISTRATION

A.   LPR equipment is assigned to the Uniform Division for use.

B.   LPR equipment will only be used by operators who have been properly trained.

C.   Precinct Commanders are responsible for the inventory of LPR equipment assigned to their respective Precincts.

D.   Reports of LPR defects, damage or other matters requiring maintenance of the Department's LPR equipment will be directed to the LPR Administrator.

E.   LPR data may only be accessed for a legitimate law enforcement purpose.

F.   LPRs are authorized for use in official law enforcement purposes to include, but not limited to: general patrol; special operation details in high crime areas; safety checkpoints; enforcement details; and directed criminal investigations.

458.6   PROCEDURES AND GUIDELINES FOR USE

A.   LPR operators should verify that the "hot list" file automatically updates when logging into the LPR System. If the automatic update is not successful, the LPR operator should log out and log back into the LPR System. If the "hot list" file still does not update, the LPR operator should notify the Gwinnett County Sheriff's Department IT Section for assistance. The LPR operator may utilize the LPR System but it will not contain the most updated information.

B.   LPR operators have the ability to manually enter additional information into the LPR system as needed. High priority call broadcasts and lookouts (i.e. National Alerts, armed robbery suspect(s), kidnapping suspect(s), homicide suspect(s), etc.) that have full or partial license plates included in the lookout may be manually entered immediately upon the receipt by the LPR operator. The reason for the entry shall be included in the "note" portion of the entry screen (i.e. Amber Alert, robbery suspect, stolen vehicle, etc.).   The LPR operator is responsible for removing information manually added when that information becomes stale or no longer valid.

C.   When the LPR indicates a hit and prior to making a stop, the LPR operator should use whatever information is available to determine the accuracy of the "hit."

D.   Reasonable suspicion must exist before making any stop.

E.   The LPR operator will verify that the captured plate image displayed on the LPR screen matches the plate displayed on the subject vehicle.

F.   Receipt of an LPR hit should only raise the operator's awareness to the level of reasonable suspicion that may justify further investigation but it is not sufficient probable cause to warrant an arrest without additional verification.

G.   The LPR operator will confirm that the "hit" is still active by running the information through GCIC/NCIC via a mobile data terminal or through the dispatch.

H.   When enforcement action is taken as a result of an LPR hit, a notation should be made on the Uniform Traffic Citation or in the narrative of the incident/arrest report.

458.07   MAINTENANCE

A.   Maintenance and all repairs of the LPR equipment will be coordinated by the LPR Administrator.

B.   It is the responsibility of the LPR operator to notify their immediate supervisor and the LPR Administrator of any damage, repairs or issues that arise with the equipment.

C.   LPR operators shall not attempt to modify, adjust, or repair the LPR System equipment or software.

D.   LPR camera lenses may be cleaned with glass cleaner sprayed onto a soft cloth.

458.08   DATA SECURITY AND ACCESS

A.   The LPR System is managed and administered by the Gwinnett County Sheriff's Department and all data collected by the LPR System is stored on a secure server that is located at the detention facility. Access to the server and the information stored is limited to the Sheriff's Department IT Section and those authorized by the Sheriff, Chief Deputy, or the Field Operations Commander.

B.   LPR operators must login into the LPR System using a unique access code that is specific to each LPR equipped vehicle.

C. Operators can access information captured from their individual LPR terminal for a period of 30 days. After 30 days, a request would have to be submitted to the Sheriff's Department IT Section for access to the information.

D. Investigators and other members of the agency requesting information contained on the LPR server must submit an email or written request to the Sheriff's Department's contact.

458.9 DATA STORAGE AND RETENTION

A. The LPR equipment has the capability to store data collected during the license plate detection and identification phase of use.

B. The LPR maintains the date, time, and location of each license plate scanned and stores them on a secure server located at the Gwinnett County Sheriff's Department.

C. Information will be stored on the Sheriff's Department secure server for five (5) years. After five (5) years of storage, the information collected by the LPR System will be auto-deleted.